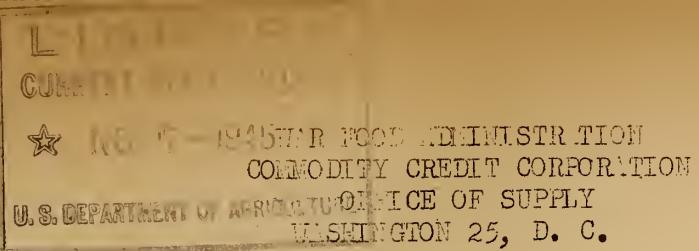


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.



Inbox:
Storage
Ordering

SHIPPING AND STORAGE BRANCH ME ONUNDUM NO. 40.1

Preparation and Distribution of Warehouse Ticket - Form FD-602

In the Regional Offices of Shipping and Storage Branch

I General

- A. Warehouse tickets originate in the Storage Section and are used as a basis for preparing shipping documents on a commodity stored in a warehouse for the account of the Commodity Credit Corporation.
- B. Warehouse tickets are written whenever a commodity is to be shipped from a warehouse. They are also written whenever there is a transfer of title; and when there are reshipments from cars to final destination.
- C. A sample Warehouse Ticket, Form FD-602 is attached. Spaces are numbered as an aid in identifying the information which is to be placed on the ticket. There is space for each item of essential shipping information to be written on the ticket. Do not write one item of information in a space or column intended for something else. If there is not enough space provided to allow for all the needed data (for example, should more space be required for (33) "Special Marking Instructions" a notation shall be made in this space as follows; "See Remarks", and the balance of the special marking instructions may be placed under (32) "Remarks").

II Authority for Issuing Warehouse Ticket

- A. If shipment is made to a program the authority to write a warehouse ticket will be the "Request for Delivery", Form CCC-140.
- B. If shipment is to another warehouse, the determination will have been made by the regional office or upon advice from Washington. Reasons for transferring a commodity from one warehouse to another may be due to more favorable conditions for programming, or, for example, it may be necessary to transfer commodities to cold storage facilities in the summer months when dry storage was adequate during the wintertime.

III Legend of Numerals on Attached Sample Warehouse Ticket

A. The following legend will provide a ready-reference to the items of information appearing on all Warehouse Tickets.

Note: An asterisk before the legend numeral denotes that the information will not be furnished by the Shipping and Storage Division when the ticket is prepared. Such items are for use outside this Branch and the information will be inserted wherever it is needed (usually in Supply Program Accounting Division).

- *(1) Price Per Unit
- *(2) State code
- (3) Req. No.
- (4) Name of Warehouse
- (5) Address of Warehouse
- (6) Contract No.
- (7) Commodity
- (8) Quantity This Order
- (9) F.O.B. Point
- (10) Orig. Carrier
- (11) Route via
- (12) Date for Delivery
- (13) Rail
- (14) Truck
- (15) Lighter
- (16) Express
- *(17) Program
- *(18) Branch
- (19) Sub No.
- (20) Ex-car Number
- (21) Ex-order Number
- (22) Lot Number
- (23) Commodity code
- (24) Commodity Description
- (25) Quantity Ordered
- (26) Date Shipped
- (27) Quantity Shipped
- (28) Car Number
- *(29) Est. Wt. Per Car
- *(30) Sub No.
- *(31) Car No.
- (32) Marking instructions
- (33) Special Markings
- (34) Consignee
- (35) Address of Consignee

- (36) Final Destination
- (37) Destination
- (38) Remarks
- (39) Preparation Date
- (40) Order Ticket Symbol-Number
- (41) Delivering Carrier
- (42) FAS Symbol-Number
- (43) QMR Permit No.
- (44) QMR Expiration Date
- (45) Commodity
- * (46) Destination Code
- (47) Order Date
- (48) Sheet-of-Sheets

IV How to Prepare Master Warehouse Ticket

The Storage Section will write in the following information in the spaces on the Master Warehouse Ticket - Form FDA-602.

Note: "Request for Delivery", Form CCC-140 is referred to throughout this procedure. It represents program shipping instructions. This form is prepared in the Program Management Division in the Washington office. It (1) requests shipment of a commodity to a particular program; (2) orders a commodity into storage for future program shipping requirements. These instructions are teletyped to the regional office or offices concerned. The regional office also prepares "Request for Delivery", Form CCC-140 when teletyped program shipping instructions are received from Washington, and when shipment originates in the region on the basis of regional requirements.

- (3) Req. No. If shipment to program, Copy from Request for Delivery, Form CCC-140.
- (4) Name of Warehouse This is the warehouse in which the commodity is stored. Copy from car card.
- (5) Address of Warehouse Copy from car card.
- (6) Contract No. This is the Warehouseman's Contract Number. Copy from Warehouseman's Inventory Report.
- (7) Commodity Give a complete commodity description. For example, to be complete the commodity should be described as Frozen Meat - Hogsides; or Dried Fruit - Raisins.

Give year of pack. For Example: Write Evaporated Milk-5 (if the year of pack is 1945); Evaporated Milk-9 (if the year of pack is indefinite).

The following code will indicate the year of pack:

<u>Year of Pack</u>	<u>Code</u>
1941	1
1942	2
1943	3
1944	4
1945	5
Unknown	9

- (8) Quantity This Order This will be the total net weight of all subs. (Refer to (19) Sub No.)
- (9) F.O.B. Point This will be the address of the warehouse. Copy from car card.
- (10) Orig. Carrier Copy from car card. This will be the in-bound carrier.
- (11) Route Via Leave blank. The routing will be written in by the Shipping Section when the Master Warehouse Ticket is received in that office. After the route is written in, the initials of the Traffic Assistant will also be placed in this space.
- (12) Date for Delivery If shipment to program, the delivery date will be given on "Request for Delivery", Form CCC-140. This should be copied in this space on the warehouse ticket. If shipment is to another warehouse, the date of delivery is merely an estimate by the Storage Section of the time required to move the commodity from warehouse to warehouse.
- (13) Rail Take a check mark in this space if commodity will be shipped by rail. On shipments to Program, Request for Delivery, Form CCC-140, will contain this information. On shipments to another warehouse the Storage Section will exercise its best judgement in determining whether shipment will be more advantageous if accomplished by rail. This is usually the most economical way to move commodities.

- (14) Truck Make a check mark in this space if commodity will be shipped by truck. (When warehouse is located in port area - or if the warehouse into which the goods are being shipped is located but a short distance from the warehouse from which the commodity is being shipped, shipment is usually by truck.) (In Chicago, where switching services are usually available from warehouse to warehouse, the shipment generally will be made by rail.)
- (15) Lighter Make a check in this space if lighter transport is shown on Request for Delivery, Form CCC-140.
- (16) Express Make a check mark in this space if shipment is being made by express. This is rarely the case except in instances where a comparatively small quantity is being shipped.
- (19) Sub No. Sub numbers start with the numeral "1" and run consecutively, using one number for each carload to be shipped under a given ticket.
- The sub number (see ticket number also (40)) is the digit which follows the ticket number and is separated from it by a dash. As an example: Ticket 47862-7 means ticket number 47862 sub 7, or the 7th carload under ticket 47862.
- When shipment is made to warehouse, fill in the greatest quantity which can be shipped per car. This can be found in the Office of Defense Transportation's Carloading Regulations.
- This is also true on shipments to program, but in these cases you may find that the amount desired for program may be less than the maximum capacity of such car. In such cases it is permissible to order quantities per car which are somewhat less.
- (20) Ex-Car Number Copy from car card. This will be the number of the car that delivered commodity into warehouse (from vendor).
- (21) Ex-Order Number Copy from car card. This will be the ticket number covering the shipment of commodity from vendor to warehouse.
- (22) Lot Number Copy from Warehouseman's Inventory Report. This is the lot number assigned to goods by warehousemen, and reported by him at the time commodity is received from vendor.

- (23) Commodity Code Copy from car cards.
- (24) Commodity Description Copy from car card. Show the number of cases, bags, or packages ordered per sub. (For example, a description of Evaporated milk might read: 1500 cs. 48/14 $\frac{1}{2}$ oz.)
- (25) Quantity Ordered This is the weight of the commodity without the packaging, commonly referred to as net weight.
- (26) Date Shipped Leave this space blank. This information is inserted after ticket is reproduced. It is usually copied from car cards.
- (27) Quantity Shipped Leave this space blank. This information is inserted after ticket is reproduced. It is usually copied from car cards.
- (28) Car Number Leave this space blank. This information is inserted after ticket is reproduced. It is usually furnished by telegrams from shippers.
- (32) Marking Instructions Make a check mark in the space after the individual markings. All commodities are marked: Commodity Name, Commodity Code, Net weight, Contract Number, Commodity Type. These should be check marked on ALL shipments whether to warehouse or program. The Request for Delivery, Form CCC-140 will contain marking instructions for goods consigned to program.
- (33) Special Markings In addition to the marking instructions under (32) most programs have special marking requirements. All such special marking instructions will appear on Request for Delivery, Form CCC-140. Copy on line (33) special marking instructions.
- NOTE: If space here is inadequate, make a notation "See Remarks" and use "Remarks" (38) for special marking instructions.
- (34) Consignee On shipments to program, the name of Consignee will appear on Request for Delivery, Form CCC-140. On shipments to warehouse, the Storage Allocator will fill in the name of Consignee.
- (35) Address of Consignee Copy from Request for Delivery, Form CCC-140 if shipment to program. Storage allocator will write in address of consignee if shipment is to a warehouse.

- (36) Final Destination Leave this space blank. It will be used by Master Ticket Control for initials "MTC" and date ticket is processed by that office.
- (37) Destination The Request for Delivery, Form CCC-140 will show the port destination on any shipment to program. This port city is to be written in this space.
- If shipment is to warehouse, the Storage Allocator will write in the city where goods will actually be stored.
- (38) Remarks If shipment is to another warehouse, write in the new lot number under "Remarks". This space will also be used for Special Marking Instructions if the space provided under (33) Special Marking Instructions is insufficient.
- (39) Preparation Date Write in the date on which ticket is being prepared.
- (40) Order Ticket Symbol Number From our operational point of view, the ticket number is probably the most important single factor because it is a positive means of identification of any shipment. (See also (19).)
- There are two parts to a ticket number. The symbol portion consists of four letters which precede the numerals. (See Shipping and Storage Branch Memorandum No. 21.1 for full instructions on the correct application of order symbols.)
- The numerals following the symbols make up the number of the ticket. This number will be the first unused number on the Control Sheet in the Current Numbers Binder in the Storage Section where ticket is being prepared.
- NOTE: The Storage Section will also write in the order ticket number in the space marked (40a) on sample Warehouse Ticket attached, which is the upper right corner of ticket. This is necessary in order that ticket may be easily located in file after shipment has been completed.

- (42) FLS Symbol Number Copy from Request for Delivery, Form CCC-140. This is used only on shipments to a program.
- (43) QMR Permit No. Leave blank. This will be filled in by Shipping Section wherever needed.
- (44) QMR Expiration Date Leave blank. This will be filled in by Shipping Section after the number has been received from the Washington office.
- (45) Commodity Give complete commodity description. (See (7) above.)
- (47) Order Date Leave blank. This space will be filled in by the typist in the Shipping Section and will be the date on which the shipping instructions are typed.
- (48) Sheet -- of -- Sheets Whenever more than one sheet is required for any ticket, write in this space the number of the individual sheet. For example, write: Sheet 1 of 3 sheets, sheet 2 of 3 sheets, sheet 3 of 3 sheets.

7 Reproduction of Master Warehouse Ticket, Form FD-602

- A. Master Warehouse ticket is reproduced by a ditto duplicating machine in the Shipping Section. In addition to the number of copies needed for use in the regional office, the following copies will be reproduced and distributed to:

1 copy — Billing office
1 copy — Destination office

- B. After the Master Warehouse ticket has been reproduced the filler (or tissue sheet) will be placed on the reverse of the Form FD-602 to prevent copy from smudging. The ticket will then be carefully rolled and inserted in cardboard mailing tube. Several tickets may be mailed in a single tube.

- C. Mail Master Warehouse tickets by fastest means possible to:

Document Servicing Section
Shipping Division
Shipping and Storage Branch
Office of Supply, CCC-WF1
Washington 25, D. C.

Use either airmail or air express when ordinary mail service would result in more than one day's delay. The Shipping Division in Washington office will reproduce additional copies from the Master Warehouse ticket and make distribution to all interested Washington personnel. The Washington office will also make distribution to Supply Program Accounting Division and to J. A. Senner, Chief, Cargo Control, War Shipping Administration, 39 Broadway, New York City.



Chief, Shipping and Storage Branch

